

Announcement #: 410188

An Open Competitive Recruitment for:

Class Code: 5.230F

Posted: 9/22/03

OCCUPATIONAL/CONTINUING EDUCATION CONSULTANT

APPROXIMATE ANNUAL SALARY - \$47,231 to \$67,568 PAY GRADE: 39 Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.	
RECRUITMENT OPEN TO: All qualified persons. RECRUITING FOR: A permanent, full-time vacancy located at the Department of Education, Carson City , Nevada. Frequent travel (typically up to 50% of the time) is required. In order to receive consideration, applicants must indicate their availability to work in this geographical location.	APPLICATIONS ACCEPTED UNTIL: 10/14/03
THE POSITION: Provides leadership in the development of quality programs and facilitating program improvement efforts in career technical education (CTE) programs including Tech Prep programs with additional responsibility in the area of Family and Consumer Sciences Education; providing technical assistance strategies and activities related to the maintenance and improvement of CTE and Tech Prep programs with additional focus on Family and Consumer Sciences Education services and activities; providing leadership the Nevada Association Family, Career and Community Leaders of America (FCCLA) and serves as State Advisor; participating in the application development and review process pertaining to CTE and Tech Prep subgrant applications, with additional responsibility for assigned programs or projects in Family and Consumer Sciences; participating in the monitoring and enforcement activities of the CTE programs; developing the assigned skill standards and related curricula guides; preparing written documents, including state plans, reports and correspondences; making oral presentations; coordinating small and/or large group conferences, workshops and meetings, and other projects as assigned. TO QUALIFY: The minimum qualifications for this position require Master's degree in education or closely related field from an accredited college or university (transcripts required at time of application) and three years of professional teaching experience, or professional experience in a related specialty area which demonstrates possession of the entry level knowledge, skills and abilities.	SPECIAL NOTES AND REQUIREMENTS: 1) One of three years experience must have been as an advisor of FCCLA youth organization. In addition, one year of the required teaching experience may be substituted if applicants are certified in Family and Consumer Sciences (CFCS). To be credited for the CFCS a copy of the certificate must be attached to the application. 2) The successful applicant will be required to undergo an extensive background investigation to include fingerprinting prior to appointment. 3) Due to budgetary constraints, travel expenses to the interview are not reimbursable. THE EXAMINATION: The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. Applicants must attach a separate answer sheet in response to the following questions. QUESTIONS: 1) Describe your background relating to coursework and work experience in the areas of Family and Consumer Sciences education. Be specific when describing your duties. 2) Describe any professional experience in training teachers, skills standards development, curriculum development, managing Perkins Basic and Tech Prep grants, monitoring programs, or any other federally funded grant. 3) List any experience in proposal writing, other writing/publications, budgeting and supervision of educational staff (excluding clerical).
SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:	
Lenora Morris/DL Phone: (775) 687-9229 TDD for the Hearing Impaired: (800) 326-6868	Department of Education 700 E. Fifth Street Carson City, Nevada 89701-5096 Visit our Web Site: http://dop.nv.gov/
A resume will not be accepted in lieu of a State of Nevada application. Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews. IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION	